

## ABSTRACT OF THE DISCLOSURE

A structured WorkFolder for organizing electronic documents in a self-contained data repository comprising sections for grouping related documents, and placeholders for indicating documents expected to be placed in the WorkFolder. The WorkFolder allows users of local or distributed data environments to gather and organize a collection of documents and supporting meta-data in a single data object that can be simultaneously accessed and updated by multiple users. The WorkFolder may also contain one or more task entries that are used to track the progress of work related to a WorkFolder. Additionally, supporting meta-data in the form of tasks, information fields, threaded discussions, as well as a detailed history log of all changes made to the WorkFolder can be stored in the WorkFolder.

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